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Executive Registry
4-5488

21 September 1953

MEMORANDUM FOR: The Acting Deputy Director (Administration)

SUBJECT: Changes to [] - ORGANIZATION AND FUNCTIONS,
OFFICE OF THE DD/A and
[] - ORGANIZATION AND FUNCTIONS - CENTRAL
INTELLIGENCE AGENCY

1. Approval prior to release for coordination is requested.
2. Organization title changes were approved by your office on 23 April 1953 subject to publication when number of changes warranted reprinting.
3. Request by Assistant Director (Personnel) for changes to [] in keeping with the recent reorganization of the Personnel Office appears to warrant reprinting of [] at this time.

Special Assistant to the
Deputy Director (Admin.)

Enclosures - 2

1. Proposed change to []
2. Proposed change to []
(With covering memo for both changes)

SA/DDA:GRT:mes (21 Sept. '53)

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21 September 1953

MEMORANDUM FOR: Addressees Noted Below with Distribution

SUBJECT: Proposed Change No. 2 to [] - ORGANIZATION AND
FUNCTIONS, OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)
Proposed Revision of [] - ORGANIZATION AND FUNCTIONS
CENTRAL INTELLIGENCE AGENCY

1. There are submitted for your concurrence and comment a proposed revision of [] and Change No. 2 to []

2. The Change 2 to [] and the resultant revision of [] include the Office of the Deputy Director (Administration). All organizational changes which occur should be concurrently reflected in the Agency Regulations in order to keep them up-to-date. It is therefore requested that consideration be given at this time to including any other current organizational changes, and particularly, any basic conflicts which have been resolved concerning functions and responsibilities of the Agency Offices or their respective components.

3. The proposed change 2 of [] includes changes in organization titles in the Office of General Counsel, Comptroller, and General Services Office; and changes in the mission and functions and titles of the Personnel Office, reflecting the recent reorganization of that Office. The proposed revision of [] includes a revision of the overall Agency chart to show the above organizational title changes.

4. Any questions pertaining to functional changes in the Personnel Office may be referred to []. Other questions in reference to the subject Regulations should be referred to [] of this office, [].

5. It is requested that your concurrence and comments be indicated on the attached coordination sheet and submitted to this office by 7 October 1953.

cc: Deputy Director (Admin.) - 3
Comptroller - 3

Organization & Methods - 4

General Counsel - 1

Deputy Director (Intelligence) - 10

Deputy Director (Plans) - 14

Assistant Director for Communications - 3

Director of Training - 3

Inspector General - 1

Chief of Logistics - 7

General Services - 1

Personnel Office - 5

Medical Office - 1

Special Assistant to the
Deputy Director (Administration)

Auditor-in-Chief - 1

Security Office - 4

Cable Secretariat - 1

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2-9556

21 April 1953

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Regulations - Subject Category 1

1. The publication of Regulations [redacted] has been a major achievement in the clarification of functions, responsibilities and authorities of Agency components. The immediate question arises, however, as to how these particular regulations can be kept up-to-date and be continuously improved. Secondly, numerous revisions have already been proposed and are submitted for your consideration.

2. On the first of these points, it is assumed that the Agency should make every effort to keep these basic regulations current and to improve them. In this connection, I recommend that the Deputy Director (Administration) instruct and encourage his staff to call to his attention any changes in organization or function which occur or any basic conflicts which arise concerning functions and responsibilities. These should be reflected in regulations as rapidly as they are resolved.

3. Secondly, we have received several calls bringing attention to possible conflicts in the regulations as presently published or requesting changes for other reasons. In addition, we have noticed several seeming defects which we think should be corrected. Items submitted for consideration are:

a. Changes in organization title:

(1) "Records Service Division"/General Services Office in lieu of "Records, Statistics and Reports Division". General Services advises that the title of this division was, in fact, changed to the proposed title many months prior to the publication of [redacted]. In addition, the present published title seems most cumbersome and meaningless.

(2) "Comptroller's Office" or "Office of Comptroller" instead of "Comptroller". The Deputy Comptroller advises that the designation of an office as large and complex as the Comptroller's office as "Comptroller" is causing great difficulty in writing fiscal regulations and in preparing correspondence. In

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